

Ministry of Higher Education and Scientific Research

Scientific supervision and evaluation device

Department of Quality Assurance and Academic Accreditation

# Academic program description form for colleges and institutes

University: Northern Technical University

College/Institute: Technical College/Hawija

Scientific Department: Department of Business Administration Technologies

Date of filling the file: 25/2/2024

Signature



Name of the department head: A.pro. dr.Basir Khalaf Khazaal.

Date: 25 / 2 /2024

Signature:



Scientific Assistant: A. pro. Raed Wadallah Dawoud

Date: 25 / 2 /2024



Check the file before

Division of Quality Assurance and University Performance

Name of the Director of the Quality Assurance and University Performance Division  
A.Pro.Dr. Saheb J. Ajaj

Date : 25 / 2/2024

Signature :



Authentication of the Dean

**Dr. Ahmed A. danog**

## Description of the academic program

This academic program description provides a brief summary of the most important characteristics of the program and the learning outcomes expected of the student to achieve, demonstrating whether he has made the most of the available opportunities, and is accompanied by a description of each course within the program

Educational Institution	Technical College/Hawija
Scientific Department/Center,	Department of Business Administration Technologies
The name of the academic or professional program	Department of Business Administration Technologies
Name of the final degree	Bachelor's degree
Academic system: First-stage	second-, third-, and fourth-stage courses / curriculum system
There is no accredited accreditation program	
Other external influences	
Date of preparation of the description	2024/2/25

## Objectives of the academic program

1. The student, whether in preliminary or postgraduate studies, must be fully aware of business administration (institutions and companies), which is part of the economic, administrative and accounting sciences, in order to keep pace with the most important global developments in this field.
2. Guiding the student scientifically based on analysis, interpretation, and searching for causes and results that the student has the ability to be creative in interpreting.
3. Effective contribution with other economic and accounting sciences in addressing the problems facing the individual and society
4. Effective contribution with other economic and accounting sciences in addressing the problems facing the individual and society.
5. Guiding the student scientifically in line with progress and development in the field of modern administrative sciences
6. Providing them with methods and skills that enable them to deal with workers in those organizations
7. Enabling the student to understand how to optimally invest natural and human resources.

#### a. Cognitive goals

- 1- It enables students to learn about administrative theories and approaches.
- 2- Using management thinking tools to analyze administrative phenomena and problems.
- 3- Understanding advanced topics in administrative sciences and extrapolating these sciences from economic sciences in general.
- 4- Possessing knowledge in using tools for scientific research in administrative sciences.
- 5- Understanding and absorbing economic, mathematics and statistics methods in administrative sciences.

#### B- The program's skill objectives

- 1- Description of administrative phenomena and analysis of the relationships related to the investigated problem.
- 2- Analyzing problems using computer techniques and ready-made software packages
- 3- Interpreting the results of quantitative analysis according to statistical, mathematical, and econometric methods.
4. Contributing to solving community problems.
- 5- Criticize the topics up for discussion

#### Teaching and learning methods

1. Lectures
2. Practical (laboratory) lessons
3. Thematic reports.
4. .Discussions

#### Evaluation methods

1. .Written exams
2. .Oral exams.
3. Discussion committees for graduation research.
4. Oral presentations.
5. Working group reports

#### C- Emotional and value goals

Develop the desire to learn  
Cultivate the entrepreneurial spirit  
Strengthening cooperation  
perseverance

**D- General and qualifying transferable skills (other skills related to employability and personal development)**

- Brainstorming sessions
- Open discussions
- Worksheets that students are required to prepare

**Teaching and learning methods**

- Lectures
- Practical guidance
- Scientific visits

**Evaluation methods**

- Research
- Reports
- Practical tests
- Intellectual questions

Program structure							
Chapter II							
2	2	0	2	NTU104	Arabic language		
4	4	1	3	TCMM122	Accounting principles		
2	2	1	1	NTU105	sport		
4	4	1	3	BMT124	Management Reading		
3	4	2	2	BMT 126	Managerial Economy		
15	15	Number of total units					